

Mr. Toad's

Analog to Digital Transfer

Client Name: _____

Artist Name: _____

Project Name: _____

Work Phone: _____ Email: _____

Home/Cell Phone: _____ Date: _____

Good Hours to Reach You: _____

1. The source material. Please provide as much information about your material as possible. If the reels encompass different projects, formats, etc, please use one form per set of reels. For example, if you have three recordings, done at different studios, sessions or tape machines, please detail them separately, by printing and filling out three copies of this page (Section 1 is all we need).

Reels are labeled as: _____

Number of reels: _____

Tape Brand & formulation (i/e: Ampex 456): _____

Tape type: 2" 1" 1/2" 1/4" Cassette Other: _____

Number of Tracks: 24 16 8 4 2 Don't Know

Tape Speed: 3.75ips 7.5ips 15ips 30ips Don't Know

Noise Reduction: Yes (Type: _____) No Don't Know

Are all track sheets included?: Yes No Don't Know

Alignment tones on tapes: Yes No Don't Know

Are all the reels from the same session?: Yes No Don't Know

What year were these tapes recorded?: _____

Were the tapes new at that time? New Used Don't Know

Is there an engineer or studio we can contact if we need further information about the material? Yes, listed on box Yes, listed below No Don't Know

Name: _____

Phone: _____

Email: _____

Tape Baking:

Please be aware that many tapes require baking before they will transfer correctly. Baking incurs additional charges, specified on the website on our current rates page. Do we have your express consent to bake the tapes as required to facilitate the transfer requested?

- Yes No Evaluate tapes then call me for further discussion

2. Transfer configuration - What is it that you need from us?

- Analog safety copy:**
- Identical format (tape speed and width the same)
 - Optimal format (maximum tape speed and width)
 - No Noise Reduction, or Yes (Type: _____)
- The rest of this configuration is complex enough that we will have a detailed conversation after we've received the tapes. Skip to Section 3.

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- Transfer to Digital:**
- Flat Transfer (all EQ and dynamics unaffected)
 - Enhanced Transfer (EQ and dynamics processing applied as desired, adds cost, see website for details)

How are you going to be using the transferred material?:

- in a computer-based Digital Audio Workstation (DAW) for further work
 - ProTools (version:_____)
 - Logic (version:_____)
 - Digital Performer (version:_____)
 - Nuendo (version:_____)
 - Other (describe:_____)
- on a stand-alone digital device / deck
 - CD Player
 - DVD Player (including on a computer)
 - iPod or similar (make/model:_____)
 - DAT deck
 - ADAT (model:_____)
 - Tascam (model:_____)
 - Other (describe:_____)
- I don't yet know how this will be used, let's discuss the options

2 - cont'd What are the specifications of the finished material?:

Operating System you are working on:

- Mac
- Windows
- Not using this material on a DAW
- Other (_____)

Sample Rate:

- 44.1k 88.2k 176.4k
- 48k 96k 192k
- Other (explain yourself:_____)

Bit depth:

- 16 bit 24 bit
- Other (_____)

File type required:

- WAV BWF
- AIFF SD 2
- not going to be used in DAW
- Other (explain yourself:_____)

What medium would you like this delivered on?:

- CD-R
- DVD-R (ROM formatted for data)
- DVD-R (Video formatted for DVD Players)
- Firewire / USB 2.0 hard drive provided to us by you
- Other: _____

How should we return the materials provided to us:

- exactly as provided
- add archival-quality storage materials as possible
(industrial grade 4mm bags, silica gel... \$5 per tape)

How should the original materials be returned*:

- on your shipping account (info:_____)
- our UPS account, we bill you
- via US Postal Service, we bill you
- Other: _____

*please note that UPS, FedEx, etc., will only insure for the replacement value of the items in the package in case of damage or loss, which is usually less than \$200 per tape. We insure for current replacement value of the tapes unless otherwise instructed.

3. Items of Importance:

Our standard turnaround time is 1-2 weeks, however tape baking and advanced restoration can double or even triple that estimate. If you have a deadline we must know about it at the time the order is placed and we can determine if expedited processing is required.

Do you have a deadline on this job? No Yes, contact me for details

Review our current rates and media formats supported as posted on our website and include payment for the estimated total. Ship all the items (tapes and materials, forms and deposit to the address below). Once we begin work on your job, charges accrue regardless of complications encountered.

Did you get an estimate from us for this job? Yes No, proceed at the hourly rate

If yes, what was the amount and who quoted you? Please keep in mind that we work by the hour and all estimates are just that - estimates.

Estimated amount: _____ Estimate given by _____

*We accept **VISA / MC and Discover** cards . Please fill out the Credit card authorization form completely and include it with the materials.*

***Checks or Money Orders** should be made out to Mr. Toad's and will be cashed upon receipt, so that the finished project can be returned to you with a minimum of delay upon completion. In the case of a job which the balance due is less than the original deposit, a refund check will be issued to the original check writer. We only accept cash for payments made in person at our office.*

Tape baking waiver:

You have requested that, if necessary to the transfer of the media provided, Mr. Toad's submit the materials to a heat processing procedure designed to temporarily restore or improve the quality of the tape so that it may be transferred to preserve its original recorded information. Any benefits obtained therefrom are of a temporary nature for an undetermined duration.

Release:

You have requested services of Mr. Toad's and certify that I am the owner of all provided materials. You, the customer, hereby release, hold harmless and indemnify Mr. Toad's and its employees therefrom from liability of any nature arising out of such procedures, including loss or damage to the materials, loss of profits or business opportunities or any other claims, actions or proceedings related thereto, including underlying rights issues . We cannot guarantee a successful result, we strictly perform the requested services at an hourly rate.

Signature: _____ Date: _____